



NEIGHBORHOOD ENHANCEMENT PROGRAM COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To develop and implement a variety of housing and code compliance programs designed to enhance neighborhoods through rehabilitation, code compliance and affordable housing opportunities. Additional responsibilities include acting as an ombudsman for the Neighborhood Enhancement section, disseminating information to the public and other city employees, and responding to citizen complaints and concerns.

Supervision Received and Exercised:

Receives general supervision from the Code Compliance Administrator or other designated management.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of programs as part of rehabilitation and code compliance plans.
- Research available grant or private sector funding sources and residential improvement information for property owners who wish to improve properties.
- Participate in coordination and implementation of plans dealing with residential rehabilitation of properties and neighborhoods.
- Perform technical work in the inspection of substandard structures and non-code compliant properties. Perform on-site inspections and monitor construction and compliance activities.
- Explain detailed federal requirements and CDBG/HOME programs in a non-technical manner to other City employees and the general public.
- Prepare periodic reports and maintain statistical data related to programs.

CITY OF TEMPE

Neighborhood Enhancement Program Coordinator

(continued)

- Act as an ombudsperson for the Neighborhood Enhancement section. Resolve citizen concerns and complaints regarding code compliance and rehabilitation activities; gain cooperation among diverse individuals and groups.
- Prepare and make public presentations to citizen groups, nonprofit agencies, advisory committees and other groups related to program activities.
- Develops brochures and promotional material.
- Effectively operate a personal computer, a variety of computer software programs, and other office equipment essential to performing daily activities.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Requires the equivalent of three years of responsible, full-time experience in housing revitalization, affordable housing, neighborhood programs, code compliance or a related field.

Qualifying experience should include some knowledge of housing programs, federal, state and local funding regulations; knowledge of fiscal controls and legal constraints pertaining to community development; knowledge of federal, state and municipal codes and enforcement practices and procedures; interpretation of guidelines and monitoring projects for compliance; knowledge of processes and procedures of various federal grants; knowledge of research techniques, statistics, and monitoring as related to public program; and the ability to read and interpret construction plans, specifications and blueprints.

Training:

Requires the equivalent to two years of college level course work from an accredited university or college in business, planning, public administration or a related field.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

CITY OF TEMPE

Neighborhood Enhancement Program Coordinator

(continued)

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 7212

Salary Range: 29

FLSA: Non-Exempt